

MEMORANDUM FOR:



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SUBJECT: 1961 Budget Briefing Paper

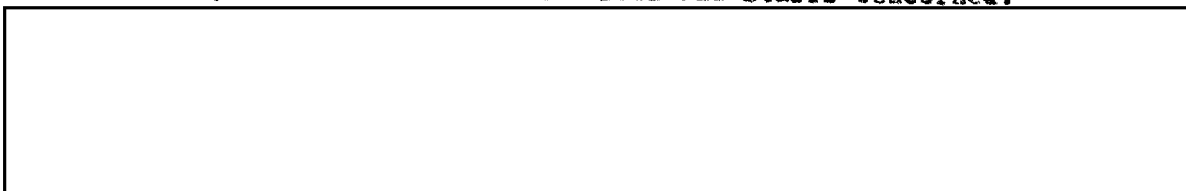
1. This Office must prepare a briefing paper to assist the DD/I in his defense of the ORR Fiscal Year 1963 Budget before representatives of the Bureau of the Budget and members of the Appropriations Committee of the House of Representatives. The briefing paper we are to prepare at this time should cover developments and accomplishments during calendar year 1961 and, insofar as possible, should include reference to important new developments which are anticipated for 1962.

2. It is requested that you revise that portion of the 1960 Briefing Paper pertaining to responsibilities in your area. The 1960 Briefing Paper should be followed closely with respect to format and, where appropriate, identical wording may be used in the current presentation. As in the 1960 Briefing Paper, ORR activities should be linked, insofar as possible, to important recent developments in the Sino-Soviet Bloc.

3. Information for Tabs A through D should be provided as follows:

a. The Publications Staff is requested to provide current information for Tab A, 1961 Flaudits.

b. The Publications Staff is requested to provide information for Tab B, Table 1. Such information should be fully coordinated with the Areas and Staffs concerned.



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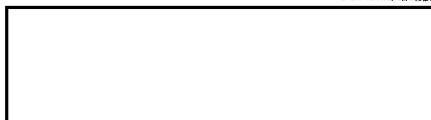
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f. Each addressee is requested to provide current highlight statements or examples of important accomplishments during 1961 for Tab D. In general, these statements should be one or two paragraphs and no longer than one page in length.

All statistics should cover calendar year 1961, and status reports should be as of 31 December 1961.

4. Attached for your information and guidance is a copy of the 1960 Briefing Paper. The narrative material requested in paragraphs 2 and 3 above should be double spaced, and all contributions to the 1961 Briefing Paper submitted in an original and one copy to the undersigned no later than c.o.b. 19 January 1962.

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Acting Chief, Administrative Staff, ORR

Attachment:
1960 Briefing Paper